



ERICSA 63RD ANNUAL TRAINING CONFERENCE & EXPOSITION

MAY 3-7, 2026

Milwaukee

WISCONSIN

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We are here to discuss the importance of the UIFSA forms and why it is so important that they are filled out correctly. There is nothing difficult about them per se but that they should be checked over and filled out correctly and as completely as possible to get the case started in the responding state. Avoid the simple errors. These forms are basically the ask. What is it you are wanting the other state to do for you. You want your request to match what you really want. The important message here is that just check what you are sending. And don't be afraid to ask. Reach out to the central registry in the state you are sending the case to if you need to in order to make sure you are sending what they need, not just throwing forms at them. Now let's get into the meat and potatoes of why we are here.





Completing Uniform Interstate Family Support Act (UIFSA) forms correctly is essential for initiating or enforcing child support orders across state lines in North Carolina. Incomplete or incorrect packets are a leading cause of delays in interstate case processing.

1. Key Documents Required for NC Interstate Cases

When NC is the initiating state, you must prepare a packet to send to the responding state's central registry. The Federal Office of Child Support Enforcement (OCSE) requires standard forms:

- **Child Support Enforcement Transmittal #1 - Initial Request:** Acts as the cover letter requesting action (e.g., establishing paternity, establishing an order, or enforcing an order).
- **Uniform Support Petition:** The formal request document.



- **Personal Information Form for UIFSA § 311:** A separate document recording confidential personally identifiable information (SSN, date of birth) for parties and children, which reduces the need to repeat this info in other forms.
- **General Testimony:** Used to provide sworn testimony regarding the case facts (income, expenses, child living arrangements).
- **Locate Data Form:** Provides necessary details to find the noncustodial parent.
- **Registered Order and Arrears:** If registering an order for enforcement, you need a certified copy of the order and a sworn statement of arrears.



2. Steps to Complete the UIFSA Packet

- **Select the Proper Form Type:** Determine if the case is a new establishment, enforcement of an existing order, or modification of a previous order.
- **Fill Out All Sections Completely:** Do not leave fields blank. If information is unknown, state "unknown" rather than leaving it empty, as blank forms are often returned.
- **Include Certified Court Orders:** When registering an existing order, the responding state requires a **certified** copy of the order, not a photocopy.
- **Verify Arrears Information:** Provide a detailed, sworn statement of all accumulated arrears.

Use the Intergovernmental Reference Guide (IRG): Check the IRG to ensure you are meeting the specific requirements of the responding state, which may differ from North Carolina's.



3. Avoiding Common Mistakes

- **Matching Names/Dates:** Ensure names, dates of birth, and child names are spelled identically across all documents (e.g., Petition, Testimony, and Affidavit).
- **Conflicting Orders:** If there are multiple orders for the same child, you must identify the "Controlling Order" (the order that governs current support).
- **Missing Signatures/Notarization:** The Uniform Support Petition and General Testimony **must** be signed and notarized.
- **Missing Information:** Missing Social Security Numbers or employer information can stall a case.



4. Special Considerations for North Carolina

- **NC Jurisdiction (CEJ):** North Carolina cannot modify a child support order if another state has Continuing Exclusive Jurisdiction (CEJ).
- **Registration for Enforcement:** If NC is enforcing a foreign state order, the law of the issuing state still governs the amount of payments, interest accrual, and the statute of limitations.
- **Contact Information:** Ensure the **worker's email and direct phone number are listed on the Transmittal #1 for efficient communication.**

Think of CEJ as a "tether." The case stays tied to the original state until everyone leaves, or everyone agrees to move the tether elsewhere.

Accessing the IRG - <https://acf.gov/css/map/irg>



CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST



CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST

The information on this form may be disclosed as authorized by law.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Child Support Agency Confidential Information Form must be attached.

Petitioner: Legal Name (first, middle, last, suffix)

IV-D Case:

☐ TANF

☐ IV-E Foster Care

☐ Medicaid Only

☐ Former Assistance

☐ Never Assistance

File Stamp

Tribal Affiliation (if applicable)

Respondent: Legal Name (first, middle, last, suffix)

Tribal Affiliation (if applicable)

Responding Locator Code:

State

To: (Agency Name and Address)

Responding IV-D Case Identifier: Responding

Tribunal Number:

State

From: (Agency Name and Address)

Initiating Locator Code: Initiating IV-D Case

Identifier:

Initiating Tribunal Number:

State

Send Payments To: (if different from above)

Payment Locator Code:

NOTE:

☐ Nondisclosure Finding/Affidavit attached

☐ This form sent through EDE

☐ This request or information sent through CSENet

Section I. Action: The responding jurisdiction should open an intergovernmental case with the initiating jurisdiction and provide all appropriate services, including: (Please acknowledge receipt of the Transmittal #1.)

1. ☐ Establish parentage

4. ☐ Take the following action on a support order of another

2. ☐ Establish and enforce order, and forward payment to the initiating jurisdiction's SDU for:

jurisdiction and forward payment to the initiating jurisdiction's SDU:

A. ☐ Current child support, including medical support

A. ☐ Register and enforce

B. ☐ Retroactive child support

B. ☐ Register, modify, and enforce

C. ☐ Medical support only

C. ☐ Register, modify, then close this

3. ☐ Take the following action(s) on the responding jurisdiction's order and forward payment to the initiating jurisdiction's SDU:

intergovernmental IV-D case

A. ☐ Enforce

D. ☐ Register and enforce arrears only

B. ☐ Modify and enforce

5. ☐ Other

C. ☐ Modify then close this intergovernmental IV-D case

D. ☐ Enforce arrears only

E. ☐ Change person/entity entitled to receive funds and enforce

Section II. Case Summary: (Background of this matter; court/administrative actions)

Date of support order

State and county, tribe, or foreign country issuing order

Tribunal number

Support amount/frequency

Date of last payment

Total amount of arrears

Period of computation

\$ \$ thru

☐ Current Support ☐ Arrears Only

Child Support Enforcement Transmittal #1 - Initial Request

OMR 08/70 - 01/85

Expiration Date: 01/31/2024

Page 1 of 2

CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST, PAGE 2

Section II. Case Summary (Continued):

Date of support order

State and county, tribe, or foreign country issuing order

Tribunal number

Support amount/frequency

Date of last payment

Total amount of arrears

Period of computation

\$ \$ thru

☐ Current Support ☐ Arrears Only

☐ Additional orders or information attached.

Section III. Obligor Information:

Obligee legal name (first, middle, last, suffix) ☐ Parent ☐ Caretaker

If caretaker: relationship to child(ren) ☐ Has legal custody/guardianship of the child(ren)

Section IV. Obligor Information:

Obligor legal name (first, middle, last, suffix)

Section V. Dependent Child(ren) Information:

Legal Name (first, middle, last, suffix)

VI. Other Pertinent Information:

☐ Continued on attached sheet(s), incorporated by reference.

VII. Attachments:

(Supporting Documentation)

☐ Child Support Agency Confidential Information Form for IV-D Use Only

☐ Uniform Support Petition

☐ Declaration in Support of Establishing Parentage

☐ General Testimony

☐ Personal Information Form for UIFSA § 311

☐ Support order(s)

☐ Letter of Transmittal Requesting Registration

☐ Acknowledgment of parentage

☐ Payment history

☐ Birth certificate/birth record

☐ Arrears balance and/or accrued interest (affidavit of arrears)

☐ Nondisclosure finding/affidavit

☐ Arrears calculation (month by month)

☐ Other attachments

VIII. Contact Information:

Date

Initiating contact person (first, middle, last, suffix)

Direct telephone number and extension



Fax: () E-mail:

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).

INSTRUCTIONS FOR CHILD SUPPORT ENFORCEMENT TRANSMITTAL #1 - INITIAL REQUEST

PURPOSE OF THE FORM:

The CSE Transmittal #1-Initial Request form is required for initiating an intergovernmental case to any responding state's central registry. It contains basic case information and space for indicating which services are requested. The form can be used to request a number of different actions, including establishment of parentage and/or a support obligation, modification, and/or enforcement. It does not take the place of, and therefore must be accompanied by, the appropriate standard intergovernmental forms (e.g., Uniform Support Petition, Personal Information Form for UIFSA §311, General Testimony, Declaration in Support of Establishing Parentage, Letter of Transmittal Requesting Registration) and supporting documentation. Whenever possible, a Transmittal #1 request should be sent electronically using the appropriate CSENet transaction. However, some states also require a paper Transmittal #1.

The information on this form may be disclosed as authorized by law.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Italicized text that appears within a "box" refers to policy or provides additional information.

For an address outside the United States, be sure to include the foreign country and postal code.

Tribal IV-D programs may choose to use the federal Intergovernmental forms. However, they are not required to use or accept such forms. If you have any questions, contact the tribal IV-D agency directly using the contact information on the OCSE website.

If this is a tribal IV-D case, note that tribal locator codes uniquely identify tribal cases with "9" in the first position, 0 (zero) in the second position, and then a 3-character tribal code defined by the Bureau of Indian Affairs (BIA).

The Child Support Agency Confidential Information Form must be attached.

HEADING/CAPTION:

- The initiating jurisdiction determines the heading.
- Identify the **petitioner** and **respondent** by full legal name (first, middle, last, suffix) and, if applicable, include the name of the tribe with which the petitioner or respondent is affiliated.
- Check the appropriate box to identify the type of IV-D case: TANF, IV-E foster care, Medicaid only, former assistance, or never assistance.

TANF means the obligee's family is currently receiving IV-A cash payments. A Medicaid only case is a case in which the obligee's family receives Medicaid but does not receive TANF. A former assistance case might be a case for state arrears only or for a family that previously received TANF, but is not doing so at this time.

- In the space marked "To:", list the name and address (street, PO Box, city, state, and zip code) of the agency to which you are sending the CSE Transmittal #1.

Once an initial referral in a IV-D case has been made to the responding state's central registry (using a CSE Transmittal #1), subsequent communication should occur with the agency/court/jurisdiction that is actually working the case (using a CSE Transmittal #2).

- In the appropriate spaces, enter the responding jurisdiction's locator code, state, and, if applicable and known, IV-D case identifier and tribunal number.

The responding jurisdiction is the jurisdiction that is working the case at the request of the initiating jurisdiction. Under "IV-D case identifier", enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number", you may enter the docket number, cause number, or any other appropriate reference number that the responding tribunal may use to identify the case, if known.



- In the space marked "From:" list the initiating agency's name and address (street, P.O. Box, city, state, and zip code).
- In the appropriate spaces, enter the initiating jurisdiction's locator code, state, IV-D case identifier, and, if applicable, tribunal number.

The initiating jurisdiction is the jurisdiction that referred the case to the responding jurisdiction for services. Under "IV-D case identifier", enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number", you may enter the docket number, cause number, or any other appropriate reference number that the initiating tribunal has assigned to the case.

- In the space marked "Send Payments To:", list the name and address (street, PO Box, city, state, and zip code) of your agency's support disbursement unit (SDU) if it is not the same information as listed in "To:" above.
- In the appropriate spaces, enter the locator code and state where payments should be sent.

In the "NOTE:" section, check any of the following that apply:

- **Nondisclosure Finding/Affidavit attached** – If there is a finding prohibiting disclosure of a party's or child(ren)'s address/identifying information or an affidavit alleging that disclosure of such information would result in risk of harm, check the box for "Nondisclosure Finding/Affidavit" and attach a copy of the finding/affidavit in accordance with section 312 of UIFSA. If there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public. You may provide the address of the IV-D agency as a substitute address for the protected party.

UIFSA requires that the petition or accompanying documents include certain identifying information regarding the parties and child(ren) (e.g., residential address, social security number) unless a party alleges in an affidavit or a pleading under oath that the health, safety, or liberty of a party or child would be jeopardized by disclosure of such information. In that event, the information must be sealed.

If a jurisdiction has reason to believe that information should not be released because of safety concerns, it should ensure that there is a nondisclosure finding or an allegation in an affidavit or the pleading that disclosure of identifying information would result in a risk of harm, as provided under section 312 of UIFSA. In addition to identifying information included on this form, it may be appropriate to submit certain financial information under seal.

- **This form sent through EDE** – Check if this form was sent through the Electronic Document Exchange (EDE).
- **This request or information sent through CSENet** – Check if this request or information was sent through CSENet.

CSENet and EDE transactions are the recommended methods for making requests or sending information to another state. If CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests or information provided on the form.

Supporting documentation should be sent through EDE, whenever possible.

Section I. Action:

Check the appropriate box(es) to indicate which actions are requested. Multiple actions may be requested, as appropriate. You may acknowledge receipt of the Transmittal #1 via CSENet or by returning the separate Transmittal #1 Acknowledgment form.

- Check **item 1** "Establish parentage" when parentage has not been legally determined. Be sure to attach a separate "Declaration in Support of Establishing Parentage" for each child whose parentage is at issue.
- Check **item 2** "Establish and enforce order, and forward payment to the initiating jurisdiction's SDU for" to request the establishment of an order. Indicate the type of order by checking the appropriate box(es).
- Check **item 2A** "Current child support, including medical support" to request the initial establishment of a new child support order.
- Check **item 2B** "Retrospective child support" to request support for a prior period.

States may establish child support awards covering a prior period, but such awards must be based on the responding state's child support guidelines. The award of retroactive support is not required under federal rules, but may be appropriate in accordance with state law. Not all states have authority to establish support orders for prior

periods. The law of the responding state governs the extent to which retroactive support is available. A medical support provision must be included in any new or modified order in a IV-D case.

- Check **item 2C** "Medical support only" in a Medicaid case in which a child support order does not exist and is not sought. If seeking to add medical support to an existing child support order, check either item 3.B or 4.B (modify and enforce) depending on whether the order being modified was issued by the responding tribunal or is being registered for modification in the responding jurisdiction.
- Check **item 3** "Take the following action(s) on the responding tribunal's order and forward payment to the initiating jurisdiction's SDU:" when the responding tribunal has already issued a support order. More than one action can be chosen.
- Check **item 3A** "Enforce" to enforce the support order.
- Check **item 3B** "Modify and enforce" to modify and enforce the support order.

You may ask a responding state to modify its order if either the obligor, the individual obligee or the child(ren) reside in the responding state and the individual parties have not filed a consent in a record in the responding tribunal for another state to assume jurisdiction to modify. You may ask a responding state to modify its order, even if it is not the residence of the obligor, individual obligee, or the child so long as the parties have consented in a record or in open court that the tribunal may continue to exercise jurisdiction to modify its order. You may also ask a responding state to modify its order if one party resides in another state and the other party resides outside the United States.

- Check **item 3C** "Modify then close this intergovernmental IV-D case" to modify the support order and then close the IV-D case because additional services are not needed in this intergovernmental case. If you select this action, you are not requesting enforcement or the forwarding of payments. Do not check this box if you want the responding jurisdiction to also enforce the modified order.
- Check **item 3D** "Enforce arrears only" to enforce the collection of arrears only. Do not check this if you are also requesting enforcement of current support.
- Check **item 3E** "Change person/entity entitled to receive funds and enforce" to change the person or agency entitled to receive child support payments.

This action is used when the initiating agency asserts that the person/entity entitled to receive child support payments has changed from the person/entity designated in the existing support order due to a change in custody or foster care status. Some IV-D agencies have administrative authority to make the change; in other jurisdictions, a court action is required. The initiating agency should confer with the responding IV-D agency to determine what documentation or pleading is required for the responding jurisdiction to consider the requested action.

- Check **item 4** "Take the following action on a support order of another jurisdiction and forward payment to the initiating jurisdiction's SDU:" when the responding jurisdiction has not issued the support order that you are seeking to modify and/or enforce.
- Check **item 4A** "Register and enforce" to register and enforce the support order.

Under section 507(b) of UIFSA, the support enforcement agency, without initially seeking to register the order under Article 6, shall consider and, if appropriate, use any administrative procedure authorized by the law in the responding state to enforce a support order or an income withholding order, or both.

- Check **item 4B** "Register, modify, and enforce" to register, modify, and enforce the support order. Once the responding jurisdiction modifies the registered order, the responding jurisdiction's order controls and must be enforced.



Do not ask a responding state to modify the order of another state unless the following facts exist:

- Neither the obligor, the individual obligee, nor the child(ren) resides in the state that issued the order; AND
 - The individual seeking to register the order for modification does not reside in the responding state; AND
 - The responding state has or may obtain personal jurisdiction over the non-registering party;
- OR
- The responding state is the residence of the child, or the responding state has or may obtain personal jurisdiction over an individual party; AND
- All of the individual parties have filed consents in a record in the tribunal that issued the order for the tribunal in the responding state to modify the support order and assume continuing, exclusive jurisdiction.
- OR
- All of the individual parties reside in the responding state and the child does not reside in the state that issued the order.

- Check item 4C to "Register, modify, then close this intergovernmental IV-D case" to register, modify, then close the IV-D case because additional services are not needed in this intergovernmental case. If you select this action, you are not requesting enforcement or the forwarding of payments. Do not check this box if you want the responding jurisdiction to also enforce the modified order.
- Check item 4D to "Register and enforce arrears only" to enforce the collection of arrears only. Do not check this if you are also requesting enforcement of current support.

Federal regulations allow case closure when the initiating agency has notified the responding agency that its intergovernmental services are no longer needed. An initiating agency must instruct the responding agency to close its interstate case and to stop any withholding order or notice before the initiating state transmits a withholding order or notice, with respect to the same case, to the same or another employer unless the two states reach an alternative agreement on how to proceed.

- Check item 5 "Other" for an action that is not listed and describe the action requested.

Section II. Case Summary:

- **NOTE:** This is a summary document. Refer to the order for additional information.
- Enter:
- Date of support order
- State and county, tribe, or foreign country issuing order
- Tribunal number
- Support amount/frequency
- Date of last payment
- Total amount of arrears
- Period of computation - enter the month, day, and year for both the beginning and ending dates.
- **NOTE:** For a breakdown of "Total amount of arrears," refer to the order and, if applicable, the Letter of Transmittal Requesting Registration.
- Check whether the order is for current support or arrears only.
- Check "Additional orders or information attached" if you are sending more than two orders or additional information to the responding jurisdiction.

This section allows a IV-D agency to include information about more than one order for current support. For example, there may be separate orders for different children involving the same obligor and obligee. The rarer situation will be multiple current support orders that may have been improperly entered. The initiating jurisdiction may use this section to provide information about the multiple orders. It should then check item 5 "Other" under Section I Action and request that the responding jurisdiction determine the validity of the orders.

This section allows a IV-D agency to include information about an arrears only order. For example, in some states, administrative orders for current child support are later superseded by a judicial order in the same state, such as a divorce decree, that does not recognize, incorporate, or modify the administrative order. While under state law the judicial order controls current support, arrears accrued under the superseded administrative order and not included in the judicial order remain collectible under the administrative order. This section also allows the IV-D agency to provide information about the enforceable arrears under the administrative order. It also allows a IV-D agency to provide information about a money judgment for arrears or an order that only addresses support for a prior period.

If sending by mail, attach two copies of the order(s), including one certified copy, which you are asking the responding jurisdiction to enforce. Send only one certified copy, if sending by EDE. Refer to the order for additional information such as effective dates, arrears payment amount, and frequency of payments.

Section III. Obligor Information:

This section provides basic information about the obligor. Check the appropriate box to indicate if the obligor is the parent or caretaker. Provide the obligor's full legal name (first, middle, last, suffix). If the obligor is the caretaker, indicate the caretaker's relationship to the child(ren) (e.g., grandmother, cousin). Check "Has legal custody/guardianship of child(ren)" if the caretaker has legal custody/guardianship of the child(ren). Provide all other identifying information about the obligor on the Child Support Agency Confidential Information Form.

Section IV. Obligor Information:

This section provides basic information about the obligor. Provide the obligor's full legal name (first, middle, last, suffix). Provide all other identifying information about the obligor on the Child Support Agency Confidential Information Form.

Section V. Dependent Child(ren) Information:

List all child(ren) for whom support is owed or being sought. For each child, provide the child's full legal name (first, middle, last, suffix). Provide all other identifying information about the child(ren) on the Child Support Agency Confidential Information Form.

Section VI. Other Pertinent Information:

In this section, provide additional information that may be useful to the responding jurisdiction. If the information is related to a previous section, identify the section and item number. If additional space is needed, check "Continued on attached sheet(s), incorporated by reference."

Section VII. Attachments:

Check the appropriate box(es) to indicate all documents attached. For attachments other than those listed, check "Other attachments".

Section VIII. Contact Information:

At the bottom of page 2, provide a specific contact person's name, a direct telephone number (with extension if necessary), a fax number, and an e-mail address to expedite communication between jurisdictions.



The Personal Information Form for UIFSA § 311 is intended to safeguard the privacy of individuals by providing a means to record the required UIFSA § 311 personal information on a separate document

PERSONAL INFORMATION FORM FOR UIFSA § 311 – TO BE FILED WITH A TRIBUNAL

☐ Nondisclosure finding/affidavit attached

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE

The information on this form is filed with the petition or pleading and may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

NOTE:

☐ This form sent through EDE

Section 1. Case Information:

Initiating jurisdiction name:	Responding jurisdiction name:
Initiating IV-D case identifier:	Responding IV-D case identifier:
Initiating tribunal number:	Responding tribunal number:

Section 2. Parent/Caretaker Information:

Parent ☐ Obligor or ☐ Obligor	Parent ☐ Obligor or ☐ Obligor
Legal name (first, middle, last, suffix):	Legal name (first, middle, last, suffix):
SSN:	SSN:
Home address (street, city, state, zip):	Home address (street, city, state, zip code):

Caretaker - Obligor (When obligor is not the child(ren)'s parent)

Legal name (first, middle, last, suffix):
SSN:
Home address (street, city, state, zip code):

Section 3. Child(ren) Information:

Child #1 legal name (first, middle, last, suffix):	
Child's address (street, city, state, zip code):	
The child began residing in _____ (state) on _____ (month/year).	
Child's SSN:	Child's date of birth:
Sex: ☐ Male ☐ Female	
Child #2 legal name (first, middle, last, suffix):	
Child's address (street, city, state, zip code):	
The child began residing in _____ (state) on _____ (month/year).	
Child's SSN:	Child's date of birth:
Sex: ☐ Male ☐ Female	

Child #3 legal name (first, middle, last, suffix):	
Child's address (street, city, state, zip code):	
The child began residing in _____ (state) on _____ (month/year).	
Child's SSN:	Child's date of birth:
Sex: ☐ Male ☐ Female	

☐ Additional Child(ren) Information Attached

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to emails, may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).



INSTRUCTIONS FOR PERSONAL INFORMATION FORM FOR UIFSA § 311 TO BE FILED WITH A TRIBUNAL

PURPOSE OF THE FORM:

The Personal Information Form for UIFSA § 311 is intended to safeguard the privacy of individuals by providing a means to record required UIFSA personal information on a separate document rather than requiring it to appear on all of the forms needed to process their case. For those states where tribunal records are open to the general public, this disclaimer indicates that the form should be protected from public view in a manner and to an extent authorized by state law and tribunal rules. This form must be included with all petitions to establish parentage and/or a child support order or to register and modify a child support order. The information on this form must be filed with the tribunal, but should not be filed in a public access file.

Nondisclosure Finding/Affidavit attached - If there is a finding prohibiting disclosure of a party's or child(ren)'s address/identifying information or an affidavit alleging that disclosure of such information would result in risk of harm, check the box for "Nondisclosure Finding/Affidavit attached" and attach a copy of the finding/affidavit in accordance with section 312 of UIFSA. If there is a finding/affidavit prohibiting disclosure, the information must be sealed and may not be disclosed to the other party or the public. You may provide the address of the IV-D agency as a substitute address for the protected party.

THIS FORM CONTAINS SENSITIVE INFORMATION – DO NOT FILE THIS FORM IN A PUBLIC ACCESS FILE

This form includes information that may pose a significant risk to an individual if made available in a public forum or inappropriately disclosed. This form is filed with the petition or pleading, but should not be filed or included in a record available to the general public. The information on this form may be disclosed to the parties in the case, unless accompanied by a nondisclosure finding/affidavit.

If you are not the intended recipient, you are hereby notified that any use, disclosure, distribution, or copying of this form or its contents is strictly prohibited.

Italicized text that appears within a "box" refers to policy or provides additional information.

For an address outside the United States, be sure to include the foreign country and postal code.

Tribal IV-D programs may choose to use the federal Intergovernmental forms. However, they are not required to use or accept such forms. If you have any questions, contact the tribal IV-D agency directly using the contact information on the OCSE website.

Where forms request a locator code, note that tribal locator codes uniquely identify tribal cases with "9" in the first position, 0 (zero) in the second position, and then a 3-character tribal code defined by the Bureau of Indian Affairs (BIA).

UIFSA requires that the petition or accompanying documents include certain identifying information regarding the parties and child(ren) (e.g., residential address, social security number) unless a party alleges in an affidavit or a pleading under oath that the health, safety, or liberty of a party or child would be jeopardized by disclosure of such information. In that event, the information must be sealed. In some states a tribunal may have authority to make a nondisclosure finding.

If a jurisdiction has reason to believe that information should not be released because of safety concerns, it should ensure that there is a nondisclosure finding or an allegation in an affidavit or the pleading that disclosure of identifying information would result in a risk of harm, as provided under section 312 of UIFSA. In addition to identifying information included on this form, it may be appropriate to submit certain financial information under seal.

In the "NOTE:" section, check any of the following that apply:

- **This form sent through EDE** – Check if this form was sent through the Electronic Document Exchange (EDE).

CSENet and EDE transactions are the recommended methods for making requests or sending information to another state. If CSENet is not listed as an option on the form, then it cannot be used to convey any of the requests or information provided on the form.

Supporting documentation should be sent through EDE, whenever possible.

Section 1. Case Information:

In the space provided, enter:

- Initiating jurisdiction name
- Initiating IV-D case identifier
- Initiating tribunal number
- Responding jurisdiction name
- Responding IV-D case identifier, if known
- Responding tribunal number, if known

The initiating jurisdiction is the jurisdiction that referred the case to the responding jurisdiction for services. The responding jurisdiction is the jurisdiction that is working the case at the request of the initiating jurisdiction. Under "IV-D case identifier", enter the number/identifier identical to the one submitted on the Federal Case Registry, which is a left-justified up to 15-character alphanumeric field, allowing all characters except asterisk and backslash, and with all characters in uppercase. Under "tribunal number", you may enter the docket number, cause number, or any other appropriate reference number that the initiating and responding tribunal have assigned to the case.

Section 2. Parent/Caretaker Information:

Identify each parent as an obligee or obligor as appropriate. UIFSA defines obligor to include a person alleged to be a parent. Provide the following information in the appropriate boxes:

- Full legal name (last, middle, first, suffix)
 - Social Security Number
 - Home address (street, city, state, zip code) – include all parts of the address (e.g., apartment number)
- Complete the caretaker information only if the child(ren)'s caretaker is someone other than the child(ren)'s parent.
- Full legal name (last, middle, first, suffix)
 - Social Security Number
 - Home address (street, city, state, zip code) – include all parts of the address (e.g., apartment number)

Section 3. Child(ren) Information:

Identify all of the children for whom support is owed or being sought. For each child, enter:

- Full legal name (last, middle, first, suffix)
- Home address (street, city, state, zip) – include all parts of the address (e.g., apartment number)
- The month and year the child began residing in this state
- Social Security Number
- Date of birth
- Sex

Check "Additional Child(ren) Information Attached" if additional space is needed or if support is owed or sought for more than three children.

Encryption Requirements:

When communicating this form through electronic transmission, precautions must be taken to ensure the security of the data. Child support agencies are encouraged to use the electronic applications provided by the federal Office of Child Support Enforcement. Other electronic means, such as encrypted attachments to e-mails, may be used if the encryption method is compliant with Federal Information Processing Standard (FIPS) Publication 140-2 (FIPS PUB 140-2).



The Paperwork Reduction Act of 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 0.06 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

When do I include the Personal Information Form for UIFSA § 311 and the Child Support Confidential Information Form in the packet of forms sent to another jurisdiction for an intergovernmental request?

The Child Support Agency Confidential Information Form should accompany an intergovernmental request that includes any of the following forms:

- Child Support Enforcement Transmittal #1 — Initial Request
- Request for a Change of Support Payment Location Pursuant to UIFSA § 319
- Letter of Transmittal Requesting Registration (if it is a IV-D case), and
- Child Support Enforcement Transmittal #3 if the IV-D case identifier or tribunal number in the assisting state is unknown.



For UIFSA intergovernmental cases involving establishment, enforcement, or modification, the **Child Support Enforcement Transmittal #1 – Initial Request** serves as the primary cover letter. This form must be submitted alongside a **Uniform Support Petition** and a **General Testimony**. Depending on the specific case type—such as a modification—additional documentation like a **Letter of Transmittal Requesting Registration** is also required.

In the context of child support, **long-arm jurisdiction** refers to the legal authority of a court in the child's home state to reach across state lines and exercise personal jurisdiction over a non-resident parent. Under the **Uniform Interstate Family Support Act (UIFSA)**, specifically sections 201 and 202, a state can establish, enforce, or determine parentage without needing to send the case to the other parent's state, provided certain "minimum contacts" exist.

Common Bases for Long-Arm Jurisdiction

In North Carolina (and most states following UIFSA), a court can exercise this power if any of the following apply:

- **Physical Presence:** The non-resident was personally served with a summons while they were physically inside the state.
- **Consent:** The individual submits to the state's jurisdiction by choice, such as by filing a responsive pleading or making a general appearance in court.
- **Past Residency:** The individual lived in the state with the child at one point.
- **Supportive Acts:** The individual lived in the state and provided prenatal expenses or financial support for the child.

Essential Documents for NC UIFSA Packet (Registration/Enforcement)

- Transmittal Letter:** A formal request for registration and enforcement.
- Two Copies of the Order:** Two copies of the support order(s) to be registered, with at least one being a certified copy.
- Sworn Statement of Arrears:** A notarized statement indicating what, if any, support payments are owed (arrearages).
- Obligor Information:** Name, social security number, address, and employer information (name and address).
- Property Information:** A description and location of nonexempt property belonging to the obligor, if known

Additional Documents

Personal Information: Information about the petitioner (custodial parent) and children (names, dates of birth).

Payment Records: A record of payments made, if necessary to establish arrears.

Income Information: Documentation of the obligor's income, if known.



OCSE Website > Form > Intergovernmental Child Support Enforcement Forms is where to find the following *bookmark this page*

Intergovernmental Forms Matrix (Link)

https://acf.gov/sites/default/files/documents/ocse/intergovernmental_forms_matrix.pdf

Intergovernmental Forms and Instructions (Link) to the page with all the forms and links to each form

<https://www.acf.hhs.gov/css/resource/uifsa-intergovernmental-child-support-enforcement-forms>





OCSE Website > Form > Intergovernmental Child Support Enforcement Forms is where to find the following *bookmark this page*

OCSE website > Policy & Guidance > Using the Intergovernmental Forms for Case Processing is where you will find Policy Interpretations Questions as of 10/20/2021:

PIQ-20-01 (Link)

<https://acf.gov.css/policy-guidance/using-intergovernmental-forms-case-processing>

Child Support Portal (Link to public website, agency workers may access through their own state system)

<https://ocsp.acf.hhs.gov/csp>





Electronic Document Exchange (EDE) What is EDE?

EDE is an application on the Child Support Portal (Portal) that provides a secure way for states to exchange child support documents and UIFSA forms electronically. EDE benefits states by reducing the cost of postage and handling and delivering documents to other states faster than standard methods.

What can I do in EDE?

Request documents from another state participating in EDE

Respond to requests

View and download responses

Send unsolicited documents to an EDE participant in support of a CSENet transaction to open a case or to update documents for an existing case

Download unsolicited documents

View reports (restricted to a supervisor)

States and Territories NOT using Electronic Document Exchange as updated February 2026:

- ☐ Florida
- ☐ South Carolina
- ☐ Washington
- ☐ Virgin Islands



What else could I need?

All parties' names and spelling must match

All foreign language documents must include English Translation

Helpful to include relevant initiating state statute

Birth certificate of children in question (in some states department of Human Services Screen is enough)

Marriage certificate if relevant

Divorce Decree if appropriate

Pictures of the NCP (for service)



Learning Lab - Federal UIFSA Forms

Tuesday, May 5

3:30 pm – 5:00 pm

Learning Lab - Federal UIFSA Forms

As a follow-up to our earlier workshop on the federal UIFSA forms, this session will have several experts available to sit with you either one-on-one, or in small groups, to provide personal training on how to complete the UIFSA forms. The forms will be accessed online, and our trainers will provide specific instructions to meet your individualized needs. Whether you're new to completing the UIFSA forms on interstate cases or just need some detailed answers to your particular questions, this Learning Lab is for you.



Questions

